

Instructions for Successfully Importing Students and Educators for all Learning.com products

Overview:

The Learning.com User Import Tool is an application for districts to use to easily import and validate data from their student information system into the Learning.com management system. The User Import Tool also makes it easy for districts to maintain their data on a regular basis. It can be used with EasyTech, TechLiteracy Assessment and Aha!Math.



The User Import Tool helps districts:

- Allow the District Coordinators to automate the validation and transmission of student data to Learning.com. Once data is received, it is cross-checked against the current Learning.com student records and the District Coordinator receives a report of the changes.
- Get student accounts set up and ready for teachers to assign to their classes, as opposed to requiring teachers to create accounts manually
- Manage high mobility within the district by ensuring that student scores and information are maintained from school to school or year to year.
- Alleviate the risk of creating duplicate student accounts and violating product licensing limits.

Common Questions:

Q. Can I specify a password for my students?

Yes, you can specify a password for students or teachers by placing a password in the "Password" column of the CSV file or by using the options in the User Import Tool Password Format page.

Q. Does specifying a password reset/modify my students' passwords?

There are 4 choices for username and password modification in the User Import Tool Update Options page. Check the appropriate box to update or keep existing passwords the same.



Learning.com User Import Tool

Password Format
This page allows you to select the account password format.

How would you like the account passwords to be created?

- ☒ Use the passwords specified in my upload file.
- ☐ Use the student id as the password.
- ☐ Use the username as the password.
- ☐ Use this password for all accounts:

Note: Password must be at least 4 characters

< Back Next > Cancel

Q. What data does the User Import Tool modify for each student record upon successful upload?

All data except for the unique identifier (Student ID number), can be modified upon an upload. The unique identifier is what ties the account to our system, and is the key to their records and scores.



Learning.com User Import Tool

Update Options
This page allows you to select options for modifying existing accounts.

If there are accounts in your upload file that were previously uploaded:

- ☒ Do not modify the existing usernames and passwords
- ☐ Update the existing passwords but not the usernames
- ☐ Update the existing usernames but not the passwords
- ☐ Update the existing usernames and passwords

If any student accounts are found on the server that do not exist in your upload file:

- ☒ Keep them on the server
- ☐ Delete them permanently

< Back Next > Cancel

Q. Can I add teacher and/or proctor accounts through the User Import

Tool?

Yes, you can upload teacher and/or proctor accounts with the User Import Tool as well as student accounts.

To do this, follow the instructions to create a CSV file. Then, bring up the User Import Tool and check the Educator Accounts button in the User Import Tool Account Type page.

Q. Can teachers still add students to EasyTech and/or TechLiteracy Assessment?

Yes. Teachers can still manually add students from the teacher portion of the management system. If you choose to have teachers add students manually, please tell them to also add a district unique ID so that the manually added students can be automatically updated with future uploads

Q. What can we do if teachers manually create student accounts without a district unique ID?

You can merge student accounts using the Merge Users feature on the Coordinator Users page. This allows you to find users in the system without unique IDs and merge them with student accounts that do have unique IDs. This feature also allows you to add a unique ID to the account if needed.

Q. Can I specify a class for the students to be added to?

No. Currently, only the school can be specified for each student. It is then up to the teacher or coordinator to assign them to the correct class.

Set-Up Guide

Please read all instructions before beginning. These instructions are designed to walk you through the setup process for Tech Literacy Assessment.

STEP 1: Log In

1. Go to **www.Learning.com**.
2. Enter your teacher username, password, and district name in the login box.
3. Click the **Enter** button.
4. You will now be logged in to the **Coordinator** page of your Learning.com management system.



STEP 2: Import Student Accounts – User Import Tool

System Requirements:

Supported Operating Systems: Windows 2000; Windows 98; Windows ME;
Windows NT; Windows XP, Windows Server 2003

Microsoft Windows NT 4.0 requires Service Pack 6a.

.NET Framework v2.0 (free download)

Please note: the User Import Tool only works on Microsoft Windows with
.NET 2.0 Framework installed.

You can download .NET Framework 2.0 from the link provided on the page.

1. Check the computer for the .NET Framework 2.0

The .NET framework version is found in the control panel under the **Add or Remove Programs** header:

- Click the header
- The list will populate alphabetically

Look for: Microsoft .NET Framework 2.0. If an earlier version of .NET Framework is present, download the proper framework from the link provided in Step 1 of the **Import Users** of the **Coordinator** page

learnin3.com coordinator Logout | Help

Logged in as: Lucy Demo.

My Account Tools
[Home](#)
[Edit My Account](#)
[View My Classes](#)
User Account Tools
[Create Student](#)
[Create Educator](#)
[Import Users](#)
[Find / Manage Users](#)
[Merge Students](#)
[Bulk Updates](#)
Curriculum Tools
[Track Progress](#)
[Duplicate Classes](#)
[Manage Backup Library](#)
Assessment Tools
[Manage Assessments](#)
[Track Progress](#)
[Retrieve Score Reports](#)
[License/Product Tools](#)
[View District Licenses](#)
[Edit Schools](#)

Import Users

Use the user import tool to perform uploads of both educator and student accounts. Once processed, your uploads will be listed under Recent Uploads. To get started, follow the steps outlined below. To view details of each step, click on it or click [View / Hide All Steps](#) to see them all.

☒ Allow School Coordinators to use the User Import Tool and view Recent Uploads?

[\[Download User Import Tool \]](#)

Recent Uploads

Date Uploaded	Uploaded By	Created	Updated	Deleted	Total	Transfers	Grade Changes	Completed	Accepted
8/8/2008 8:57:28 AM	Demo, Lucy	9	0	0	9	0	0	Yes	Yes

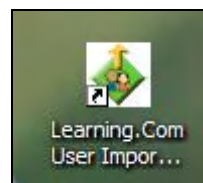
Import Steps
 (View / Hide All Steps)

1. Download and Install User Import Tool
2. Extract and Format Data to Upload
3. Validate and Import Data

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2. Download the User Import Tool

Download Instructions: Download the User Import Tool via the Download User Import Tool link. You may run the installer directly from the download. To copy the download to your computer for installation at a later time, click Save or Save this program to disk.



3. Extract and Format Data to Upload:

Student Upload Information

To Import Students: Export a comma separated value (CSV) document from a Student Information System. You can use Excel for this file, by saving it as a CSV type.

The following columns **MUST** be included **as titled**, but in any order, to create or update a Learning.com student user:

- **StudentId:** Unique identifier (such as District ID #) assigned to each student in the district
- **FirstName:** Students' first names should contain alphanumeric characters only
- **LastName:** Students' last names should contain alphanumeric characters only
- **SchoolName:** Name of the school to enroll student. Please be sure the name matches the name on your Learning.com order
- **Grade:** This field should contain 0 for Kindergarten and the numbers 1 through 12 to indicate students' grade levels

Additionally, the following columns MAY be required based on selections made during the import process:

- **UserName:** Username of student used to log into Learning.com. It must be at least 4 characters in length
- **Password:** Password of student used to log into Learning.com. It must be at least 4 characters in length

Student Spreadsheet Example:

PLEASE NOTE: The first row of the CSV file should be a header row containing each column's title (for example: FirstName). Column names must appear the way they are presented here:

StudentId	FirstName	LastName	Password	SchoolName	Grade	Username
0123456*	Alpha	Student	password1	Weddington	7	astudent
1234567	Bravo	Student	password1	Weddington	7	bstudent
2345678	Charlie	Student	password1	Weddington	7	cstudent
3456789	Delta	Student	password1	Weddington	7	dstudent
9101112	Echo	Student	password1	Adam	7	estudent
1011121	Foxtrot	Student	password1	Adam	7	fstudent
1112131	Golf	Student	password1	Adam	7	gstudent
1213141	Hotel	Student	password1	Adam	7	hstudent
1314151	India	Student	password1	Adam	7	istudent

*the district assigned or created student #

Rules for Username generation:

In the Username Format page of the User Import Tool, choose 1 of the 3 options to create student usernames:

1. Specify usernames in the upload file. To use this option, add a username column at the end of the CSV file.
2. The User Import Tool can automatically generate a username for each new account. To use this option, no username column is needed in the CSV file. Simply select this option when prompted. The naming convention is as follows:
 - For K-2 students, the name generated will be the first name followed by the first initial of the last name. Example: John Smith would become "johns"
 - For 3-12 students, the name generated will be the first initial of the first name followed by the last name. Example Amy Smith would become "asmith"

3. Use the student ID as the username. To use this option, no username column is needed in the CSV file. Simply select this option when prompted.

Rules for Password generation:



The screenshot shows a window titled "Learning.com User Import Tool" with a "Password Format" sub-header. Below the header, it says "This page allows you to select the account password format." There are four radio button options: "Use the passwords specified in my upload file." (which is selected), "Use the student id as the password.", "Use the username as the password.", and "Use this password for all accounts:" followed by a text input field. A note below the options states "Note: Password must be at least 4 characters". At the bottom are three buttons: "< Back", "Next >", and "Cancel".

In the Password Format page of the User Import Tool, choose 1 of the 4 options to create student passwords:

1. Specify passwords in the upload file. To use this option, add a password column at the end of the CSV file.
2. Use the student ID as the password. To use this option, no password column is needed in the CSV file. Simply select this option when prompted.
3. Use the username as the password. To use this option, no password column is needed in the CSV file. Simply select this option when prompted.
4. Specify a common password for all students. To use this option, no password column is needed in the CSV file. Simply select this option when prompted, and enter the desired password. Remember, it must be at least 4 alphanumeric characters long.

Educator Upload Information

To Import Educators: The following columns **MUST** be included (in any order) to create or update a Learning.com teacher:

- **FirstName:** Teachers' first names should contain alphanumeric characters only

- **LastName:** Teachers' last names should contain alphanumeric characters only
- **Email:** Teachers' email address must be specified and be a valid email address
- **SchoolName:** Name of the school where educator is employed
- **TeacherRole:** This field should contain the word "**true**" if the educator will have the Teacher role. Otherwise the field should contain the word "**false**"
- **ProctorRole:** This field should contain the word "**true**" if the educator will have the Proctor role. Otherwise the field should contain the word "**false**". The Proctor role allows the ability to manage student assessments

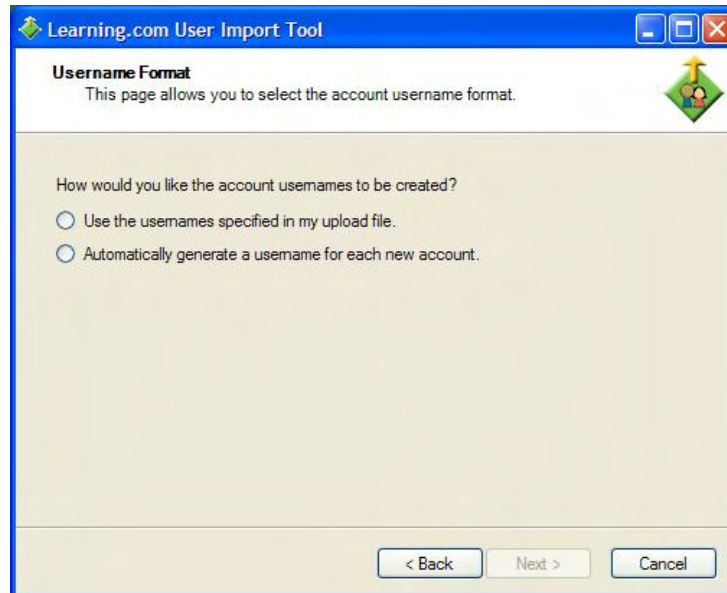
Additionally, the following columns MAY be required based on selections made during the import process:

- **UserName:** Username of educator used to log into **www.Learning.com**. It must be at least 4 characters in length
- **Password:** Password of educator used to log into **www.Learning.com**. It must be at least 4 characters in length

Educator Spreadsheet Example:

FirstName	LastName	Email	SchoolName	Username	TeacherRole	Proctor Role
Alpha	Anderson	aa@aa.com	Adam	aanderson	true	true
Bravo	Brandon	bb@aa.com	Adam	bbrandon	false	true
Charlie	Caldwell	cc@aa.com	Weddington	ccaldwell	true	true
Delta	Dawn	dd@aa.com	Weddington	ddelta	true	true

Rules for Username generation:

The screenshot shows a web application window titled "Learning.com User Import Tool". Inside, there's a section titled "Username Format" with the subtitle "This page allows you to select the account username format." Below this, a question asks "How would you like the account usernames to be created?". There are two radio button options: "Use the usernames specified in my upload file." and "Automatically generate a username for each new account." At the bottom of the form, there are three buttons: "< Back", "Next >", and "Cancel".

In the Username Format page of the User Import Tool, choose 1 of the 2 options to create educator usernames:

1. Specify usernames in the upload file. To use this option, add a username column at the end of the CSV file.
2. The User Import Tool can automatically generate a username for each new account. To use this option, no username column is needed in the CSV file. Simply select this option when prompted. The name generated will be the first initial of the first name followed by the last name.

Rules for Password generation:



The screenshot shows a window titled "Learning.com User Import Tool" with a "Password Format" section. The text says "This page allows you to select the account password format." Below this, it asks "How would you like the account passwords to be created?" and provides three radio button options: "Use the passwords specified in my upload file." (which is selected), "Use the username as the password.", and "Use this password for all accounts:" followed by a text input field. A note at the bottom states "Note: Password must be at least 4 characters". At the bottom right are three buttons: "< Back", "Next >", and "Cancel".

In the Password Format page of the User Import Tool, choose 1 of the 3 options to create educator passwords:

1. Specify passwords in the upload file. To use this option, add a password column at the end of the CSV file.
2. Use the username as the password. To use this option, no password column is needed in the CSV file. Simply select this option when prompted.
3. Specify a common password for all educators. To use this option, no password column is needed in the CSV file. Simply select this option when prompted, and enter the desired password. Remember, it must be at least 4 alphanumeric characters long.